



Gray Davis,
Governor

Child Welfare Services/Case Management System
California Health and Human Services Agency Data Center
3775 North Freeway Boulevard, Suite 200
Sacramento, California 95834
(916) 263-1100

MEMORANDUM

TO: ALL CWS/CMS SYSTEM DEDICATED COUNTY DIRECTORS

FROM: BOB FERGUSON

DATE: DECEMBER 20, 2002

SUBJECT: MEMORANDUM CONVERSION FROM DEDICATED TO CO-EXISTENT STATUS

During the Child Welfare Services Case Management System (CWS/CMS) Project implementation, counties were asked to choose a support model based on their ability to support the technical infrastructure. Many counties at that time selected the Dedicated support model since their county's technical support staff was small or non-existent. Since that time, over 5 years have passed and many of the Dedicated counties are now expressing interest in converting to the Co-Existent support model. In response to that interest, the Project Oversight Committee has agreed to allow for support model conversion.

There are many aspects of the support model that must be considered for a successful conversion from Dedicated to Co-Existent status. Co-Existent status requires the county to provide direct services and fund many of the activities now offered by the Project. To provide a basis for discussing those changes, we've attached a list of items to consider (see Attachment A). Also, attached is an analysis that the Oversight Committee reviewed when considering this decision (see Attachment B). Final costs will be dependent upon the final design for Local Area Network (LAN) conversion as well as any augmentations to the county's current technical staffing levels. However, because the actual costs of converting from Dedicated to Co-Existent status remain unique to each county, they cannot be estimated by the CWS/CMS Project Office or the California Department of Social Services (CDSS).

Please note that counties will be responsible for costs associated with changing from Dedicated to Co-Existent status. Although CDSS is analyzing the methodology for transferring funds from Project funding to county funding, no additional State General Funds (SGF) are presently available for this conversion. Counties must fund new costs out of their Basic Allocation. Guidance regarding cost allocation and claims processing are provided in Attachment C.

If a county wishes to change from Dedicated to Co-Existent status, a document requesting the change must be signed by the County Welfare Director and submitted to the Project Office to start the planning process. For changes to go into effect during Fiscal Year (FY) 2003/04, the deadline to submit a request is February 15, 2003 to allow sufficient planning time. After submitting the request, the county will be responsible for drafting and submitting a workable plan and design, including an agreement to cover roles and responsibilities. Additional agreements may be required between the county and the Health and Human Services Data Center (HHSDC) to cover line costs and any additional work required for the change. We expect a conversion effort to take a minimum of six months to adequately plan and design. Before a county can claim EDP system costs for reimbursement, an APD must be submitted to the HHSDC Project Approvals Unit as directed in Attachment C.

CWS/CMS is committed to providing a quality product to the counties in a manner responsive to their needs. This change in policy is in response to changing business models within the county. Should you have additional questions or concerns regarding the status change request, please call Ben Ampong, CWS/CMS Acting Operations Manager, at (916) 263-5639. For claiming or cost allocation questions, please contact your Fiscal Policy Bureau county analyst at (916) 657-3440.

Sincerely,


BOB FERGUSON
CWS/CMS Deputy Director

Sincerely,


SYLVIA PIZZINI
CDSS Deputy Director

Enclosure

cc: Melissa Gamer, CWS/CMS Branch Chief
Kathy Curtis, CWS/CMS Assistant Deputy Director
Richard O'Neil, CWDA County Liaison
Ben Ampong, CWS/CMS Acting Operations Manager